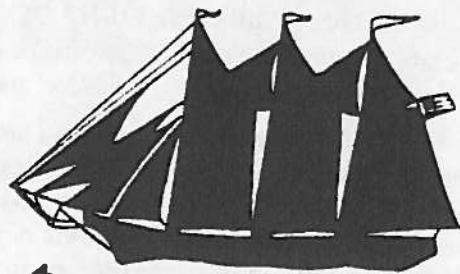


# Milton as a Downtown Development District



MILTON

CHAMBER OF COMMERCE

For more information contact:  
Milton Chamber of Commerce

Lisa Sumstine

302.684.1101

[chamber@historicismilton.com](mailto:chamber@historicismilton.com)

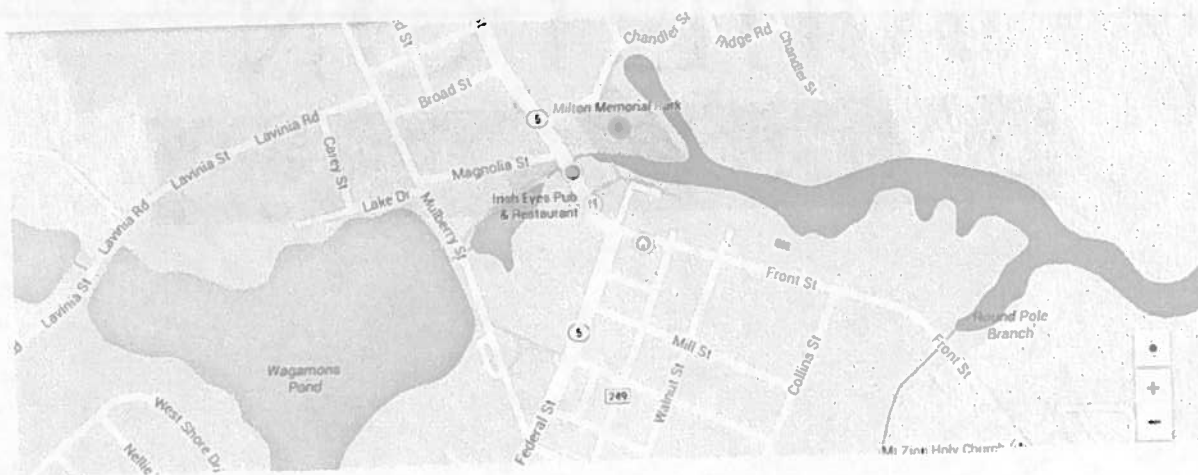
## What is a Downtown Development District?

Under this bill, municipalities would apply to have a portion of their city or town designated as Downtown Development District (DDD). Investors in the selected district would be entitled to grants administered by the Delaware State Housing Authority. These can be valued at up to 20 percent of their construction costs, while state agencies, including DelDOT, would prioritize work in these areas and offer additional incentives. Once areas are designated, projects within the DDD qualify for grants of up to 20 percent of the construction costs and local incentives that it will be up to this council to determine. The grants are available for any type of project from residential to mixed use including assistance to commercial property owners.

## How Does Milton being designated a DDD benefit our town?

Investors who make qualified real estate improvements in a DDD would be entitled to receive DDD Grants of up to 20% if their "hard costs" examples are: exterior, interior, and structural improvements.

For example, investors would need to invest a minimum of \$25,000 in a project before incentives begin. If an investor makes a \$45,000 qualified investment inside a DDD that investor would be eligible for a DDD grant of \$4000 which is 20% of \$20,000 (\$45,000 - \$25,000 minimum investment is \$20,000). DDD Grants would be available to for-profit builders and investors, nonprofit organizations, businesses, and homeowners. The incentives would apply to residential, mixed use, commercial, and industrial projects in the DDD.



In reviewing the downtown district of Milton this map is for informational purposes and to display a potential DDD for Milton. In this case, grant money would be available to assist residential, commercial, and non-profit property owners' upgrades their properties outlined within these boundaries. Properties along the Broadkill, on Union and Federal, Magnolia and part of Mulberry could be eligible for grant funds to renovate and/or revitalize bringing a new vitality to our town, raising every property owner's property value and enhancing quality of life and recreation for residents and visitors to Milton.

## The Application Process

The Municipality of Milton must make the application. Our grant application is then reviewed and evaluated by the Cabinet Committee on State Planning Issues. This committee makes recommendations to the Governor and Governor then makes the final designation. The Governor will designate at least 1 but no more than 3 districts. Designation of the first 3 districts must include 1 district in each county, giving Milton approximately a 1 in 22 chance in the first round. Following the first 3 initial awards up to 15 total districts will be able to qualify at one time based on available funding.

At this time only a draft application has been published. This application is now available for public comment until July 25. The final application will be released in the next few months.

The first round of designations will be made sometime in FY 2015 which ends June 30, 2015. The designation is intended to last a minimum of 10 years with the option for up to two 5 year extension.

What is included in the application?

- A Map of the Proposed Downtown Development District  
The maximum allowed size of the DDD for Milton would be 85 acres.
- Demonstration of need 50%  
Consideration of unemployment rate, median income, rate of homeownership and prevalence of vacant and abandon houses in the municipally.
- Summary of District Plan 30%  
Parts or our entire new comprehensive plan fills this area
- Local Incentives  
Examples include: Fee or Tax Reductions- Regulatory Flexibility- Permit or Licensing Reform- Special Zoning Districts- Exemptions from Local Ordinances- Streamlined Permitting





**DRAFT**

# Delaware Downtown Development District Program

## Application Guidelines

This is a **DRAFT** application guidelines booklet that has been released for public review. As a result of public comments this booklet may be edited or altered before being released in its final form.





SPONSOR: Sen. Henry & Sen. Bushweller & Sen. Marshall & Rep.  
Keeley & Rep. Bolden & Rep. Scott  
Sens. Blevins, Ennis, McDowell, Sokola, Townsend;  
Reps. Bennett, Potter, Ramone, Spiegelman, Paradee, D.  
Short

DELAWARE STATE SENATE  
147th GENERAL ASSEMBLY

SENATE BILL NO. 191

AN ACT TO AMEND TITLES 22, 29, 30, AND 31 OF THE DELAWARE CODE RELATING TO DOWNTOWN  
DEVELOPMENT DISTRICTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

1 Section 1. Amend Title 22 of the Delaware Code by inserting a new Chapter 19 therein and by making deletions  
2 as shown by strike through and insertions as shown by underline as follows:

3 Chapter 19. The Downtown Development Districts Act.

4 Subpart I. Establishment, Amendment, and Termination of Districts.

5 § 1901. Purpose. Healthy and vibrant downtowns are critical components of Delaware's economic well-being and  
6 quality of life. The purpose of this chapter is to leverage the resources of state government in a limited number of  
7 designated areas in Delaware's cities, towns, and unincorporated areas in a multifaceted effort:

8 (a) To spur private capital investment in commercial business districts and surrounding neighborhoods;

9 (b) To stimulate job growth and improve the commercial vitality of such districts and neighborhoods;

10 (c) To help build a stable community of long-term residents in such districts and neighborhoods by improving  
11 housing opportunities for persons of all incomes and backgrounds; increasing homeownership rates; building a diverse  
12 array of successful businesses; and reducing the number of vacant houses; and

13 (d) To help strengthen neighborhoods, while harnessing the attraction that vibrant downtowns hold for talented  
14 young people, innovative small businesses, and residents from all walks of life.

15 § 1902. Definitions. As used in this chapter:

16 (1) "Committee" means the Cabinet Committee on State Planning Issues established pursuant to 29 Del.C. §§  
17 9101 et seq.

18 (2) "District Plan" means the strategic plan or other detailed description of the overall strategy for the development  
19 of a proposed district submitted by the municipality or unincorporated area as part of its application for District designation.

20 (3) "DSHA" means the Delaware State Housing Authority.

21           (4) "Downtown" means that portion of a city, town, or unincorporated area that traditionally comprises its  
22           downtown or central business district, as determined by such city, town, or unincorporated area in accordance with  
23           guidelines promulgated by the Office.

24           (5) "Downtown Development District" or "District" means an area within a municipality or unincorporated area  
25           designated as a Downtown Development District in accordance with the provisions of this chapter.

26           (6) "Municipality" means any incorporated town or city of this State.

27           (7) "Office" means the Office of State Planning Coordination.

28           (8) "Unincorporated area" means an area of the State having a concentration of population that is not a  
29           municipality and that is eligible to apply for and receive District designation in accordance with rules promulgated by the  
30           Office.

31           § 1903. Applications for District designation.

32           (a) At the request of the Governor, the Office shall solicit applications from municipalities and unincorporated  
33           areas to have an area designated as a Downtown Development District. Such application shall include a description of the  
34           area to be included; the need for District incentives; the District Plan; local incentives offered; and such other information  
35           as may be required by the Office.

36           (b) The Office of State Planning Coordination shall administer the application process and establish criteria to  
37           determine what areas qualify as Downtown Development Districts. The Office is authorized to take such actions as may be  
38           necessary or convenient to fulfill its responsibilities hereunder, including but not limited to promulgating rules and  
39           regulations relating to the establishment, amendment, and termination of Districts and providing assistance to  
40           municipalities and unincorporated areas in connection with the application process.

41           (c) The criteria for designating areas as Downtown Development Districts shall include:

42           (1) The need and impact of such a designation for such area, including but not limited to income, unemployment  
43           rate, homeownership rate, and prevalence of vacant or abandoned housing units in such municipality or unincorporated  
44           area. Need and impact factors shall account for at least 50 percent of the consideration given to applications for District  
45           designation;

46           (2) The quality of the municipality's or unincorporated area's District Plan;

47           (3) The quality of the local incentives offered; and

48           (4) Such other criteria as may be determined by the Office.

49           § 1904. Review and approval of applications.

50 (a) Applications for District designation shall be evaluated by the Cabinet Committee on State Planning Issues,  
51 which shall recommend to the Governor those applications with the greatest potential for accomplishing the purposes of  
52 this chapter.

53 (b) Upon receipt from the Committee of any recommended application, the Governor (i) may designate  
54 immediately the recommended area as a District; (ii) may designate the recommended area as a District effective one year  
55 from the date of such determination by the Governor; or (iii) may deny such application.

56 (c) The initial round of applications shall result in the immediate designation of at least one but no more than three  
57 Districts.

58 § 1905. Designation, renewal, and amendment of Districts.

59 (a) No more than 15 Districts shall be designated at any one time. Designation of the first three Districts shall  
60 include one District in each county.

61 (b) Districts shall be designated for an initial 10-year period. Upon recommendation of the Committee, the  
62 Governor may renew Districts for up to two five-year renewal periods. Recommendations for renewals shall be based on  
63 the performance of District responsibilities by the municipality (or county in the case of an unincorporated area); the  
64 continued need for such a District; and its effectiveness in creating capital investment, increasing population, creating jobs,  
65 improving housing stock, providing enhanced retail and entertainment opportunities, and otherwise improving the quality  
66 of life within such District.

67 (c) Any municipality (or county in the case of an unincorporated area) having a District within its borders shall be  
68 responsible for providing the local incentives specified in its application, providing timely submission of reports and  
69 evaluations as required by rule or regulation, implementing an active local Development District program within the  
70 context of overall economic and community development efforts, and fulfilling such other responsibilities as may be  
71 required by law, rule, or regulation in connection with such District.

72 (d) Each District shall be required to submit regular reports and information to the Office as may be necessary to  
73 evaluate such District's effectiveness and compliance with this section.

74 § 1906. Local incentives.

75 (a) Any municipality or unincorporated area submitting an application for District designation shall propose local  
76 incentives that address local economic and community conditions, and that will help achieve the purposes set forth in §  
77 1901 of this chapter. Such local incentives may include but are not limited to a reduction in fees or taxes. In addition, the  
78 application may also contain proposals for regulatory flexibility, which may include but are not limited to permit process  
79 reforms, special zoning districts, or exemptions from local ordinances.



80 (b) All incentives proposed in the application shall be binding upon the municipality (or county in the case of an  
81 unincorporated area) upon designation of the District. The extent and duration of such incentives shall be consistent with  
82 the requirements of the Delaware Constitution and the United States Constitution.

83 (c) A municipality or county may establish eligibility criteria for local incentives that differ from the criteria  
84 required to qualify for the incentives provided in this chapter.

85 § 1907. Amendments to District boundaries and incentives.

86 A municipality or county may apply to the Office to amend the boundaries of the District or to amend one or more  
87 District incentives, provided that any revised incentive proposed by the municipality or county shall be equal or superior to  
88 the incentive for which the amendment is sought. All proposed amendments are subject to approval by the Committee.

89 § 1908. Formal Review and Termination of Districts.

90 (a) If a municipality (or a county in the case of an unincorporated area) fails to fulfill its obligations pursuant to §  
91 1905 or as otherwise set forth in this Act, then the Office may recommend to the Committee that the District be placed  
92 under formal review or that its District designation be terminated.

93 (b) Except in instances where a city, town, or municipality fails to provide local incentives in accordance with §  
94 1906 hereunder, the Office (1) may not recommend placing any District under formal review for at least 2 years following  
95 the initial designation of such District, and (2) may not recommend terminating the designation of any District for at least 1  
96 year following the placement of the District on formal review by the Committee.

97 (c) In no event shall the Office recommend formal review or termination of any District without providing  
98 sufficient notice and opportunity to be heard to such District.

99 (d) The Committee may approve any recommendation by the Office to place a District under formal review or to  
100 terminate a District's designation upon the affirmative vote of three-fifths of the members of the Committee.

101 (e) The Office may promulgate regulations to authorize the continuation of previously authorized District  
102 incentives for a reasonable period following termination of the District; provided, however, that no new incentives shall be  
103 authorized for any entity after the date of termination.

104 Subpart II. Downtown Development District Grants.

105 § 1921. Qualifications for Downtown Development District Grants.

106 (a) Subject to the limitations set forth in this subpart, any Qualified District Investor making a Qualified Real  
107 Property Investment in a District shall be entitled to a Grant in an amount up to 20 percent of the Qualified Real Property  
108 Investments made by such Qualified District Investor in excess of the Minimum Qualified Investment Threshold.

109 (b) For purposes of this chapter:

110 (1) "DDD Grant" or "Grant" shall mean a Downtown Development District Grant as set forth in paragraph (a)  
111 hereunder.

112 (2) "Facility" means a complex of buildings, co-located at a single physical location within a District, all of which  
113 are necessary to facilitate the conduct of the same residential, trade, or business use. This definition applies to new  
114 construction as well as to the rehabilitation and expansion of existing structures.

115 (3) "Minimum Qualified Investment Threshold" means the minimum level of Qualified Real Property Investments  
116 required to be made by a Qualified District Investor in a building or facility in order to qualify for a DDD Grant, as  
117 determined by DSHA. Notwithstanding the foregoing, for the fiscal year ending June 30, 2015, the Minimum Qualified  
118 Investment Threshold shall be \$25,000 with respect to a single residential or mixed-use building or a facility. No more  
119 often than once per year, DSHA may amend the Minimum Qualified Investment Threshold with respect to uses (residential,  
120 commercial, industrial, etc.), types of projects (rehabilitation, new construction, etc.), or other criteria determined by DSHA  
121 to be necessary or convenient to accomplish the purposes of this chapter.

122 (4) "Qualified District Investor" means an owner or tenant of real property located within a District who expands,  
123 rehabilitates or constructs such real property for residential, commercial, industrial or mixed use. In the case of a tenant, the  
124 amounts of qualified real property investment specified in this section shall relate to the proportion of the building or  
125 facility for which the tenant holds a valid lease. In the case of an owner of an individual unit within a common interest  
126 community, as such term is defined in 25 Del.C. § 81-103(11), the amounts of qualified real property investments specified  
127 in this chapter shall relate to that proportion of the building for which the owner holds title and not to common elements.

128 (5) "Qualified Real Property Investment" means the amount in excess of the Minimum Qualified Investment  
129 Threshold that is properly chargeable to a capital account for improvements to rehabilitate, expand or construct depreciable  
130 real property placed in service during the calendar year within a District. Specific inclusions and exclusions from the  
131 definition of "Qualified Real Property Investments" shall be determined by DSHA, but such definition shall generally  
132 include expenditures associated with (i) any exterior, interior, structural, mechanical or electrical improvements necessary  
133 to construct, expand or rehabilitate a building or facility for residential, commercial, industrial, or mixed use; (ii)  
134 excavations; (iii) grading and paving; (iv) installing driveways; (v) landscaping or land improvements; and (vi) demolition.  
135 Notwithstanding the foregoing, no investment in the rehabilitation, expansion, or construction of any building or facility in  
136 a District shall be a Qualified Real Property Investment unless it is performed in accordance with the District Plan.

137 § 1922. Limitations and Conditions.

138 (a) The availability of Downtown Development District Grants in any given year shall be subject to appropriation  
139 by the General Assembly.

(b) In addition to its other powers and responsibilities hereunder, DSHA is expressly authorized to establish such other limitations and conditions with respect to Grants as may be necessary or convenient to accomplish the purposes of this chapter, including but not limited to:

(1) Amending the Minimum Qualified Investment Threshold;

(2) Establishing caps or limits on DDD Grants available to any Qualified District Investor, alone or in combination with other local, state, or federal incentives for any individual building or facility (including but not limited to State Historic Preservation Tax Credits pursuant to Chapter 18 of Title 30);

(3) Establishing additional qualifying criteria with respect to uses (residential, commercial, industrial, etc.) or types of projects (rehabilitation, new construction, etc.);

(4) Incentivizing particular types of uses or projects in one or more Districts; and

(5) Establishing such other limitations and conditions in one or more Districts as DSHA shall determine from time to time.

(c) DSHA may establish or amend the foregoing limitations and conditions no more often than once per year.

§ 1923. Policies and procedures for allocation of Downtown Development District Grants.

(a) Qualified District Investors shall be eligible to receive DDD Grant provided for in this chapter to the extent that they apply for and are approved for grant allocations through DSHA.

(b) The accuracy and validity of information on Qualified Real Property Investments shall be subject to verification procedures in accordance with rules promulgated by DSHA on forms supplied by DSHA and in accordance with dates specified by DSHA.

§ 1924. Administration.

(a) DSHA shall have the primary responsibility for administering the DDD Grant program. In connection therewith, DSHA's powers and duties shall include but not be limited to the following:

(1) Adopting such rules and procedures as may be necessary or desirable to effectuate the provisions of this chapter;

(2) Administering, enforcing, and interpreting such rules and procedures;

(3) Allocating Grant funds in accordance with the provisions of this chapter; and

(4) Monitoring the implementation and operation of this subpart.

(b) Beginning no later than December 31, 2015, DSHA shall issue an annual report to the Governor and the General Assembly evaluating the effectiveness of the Grant program established hereunder.

169 (c) DSHA may delegate to, and receive assistance from, other entities including the Office, DEDO, and other state  
170 agencies in carrying out its responsibilities hereunder.

171 Section 2. Amend Title 29, § 9101(a) of the Delaware Code by making deletions as shown by strikethrough and  
172 insertions as shown by underline as follows:

173 § 9101 Cabinet Committee on State Planning Issues.

174 (a) A Cabinet Committee on State Planning Issues is established and shall serve in an advisory capacity to the  
175 Governor. It shall be comprised of the following members or their respective designees:

176 (1) The Secretary of the Department of Natural Resources and Environmental Control.

177 (2) The Secretary of the Department of Transportation.

178 (3) The Secretary of the Department of Agriculture.

179 (4) The Director of the Delaware Economic Development Office.

180 (5) The Director of the Delaware State Housing Authority.

181 (6) The Secretary of the Department of Safety and Homeland Security.

182 (7) Such others as the Governor may designate.

183 Section 3. Amend Title 29, § 9101(c) of the Delaware Code by making deletions as shown by strikethrough and  
184 insertions as shown by underline as follows:

185 (c) The Committee shall consider matters relating to the orderly growth and development of the State, including,  
186 but not limited to:

187 (4) Recommendations on land use planning actions that are subject to review and comment pursuant to Chapter 92  
188 of this title; ~~and~~

189 (5) Preparing the Strategies for State Policies and Spending document and maps, which shall serve as the primary  
190 policy guide that summarizes the State's land use goals, policies and strategies and directs state spending into investment  
191 levels that support the most efficient use of state resources, be they physical, fiscal, or natural, except that county and  
192 municipal governments shall retain their existing autonomy with respect to the land use designations set forth in their  
193 proposed and/or adopted comprehensive plans. The Strategies for State Policies and Spending shall be updated at least  
194 every 5 years, provided that the Governor may extend the deadline at his or her discretion; and

195 (6) Performing such other duties and responsibilities with respect to Downtown Development Districts as set forth  
196 in Chapter 19 of Title 22.

197 Section 4. Amend Title 29, § 9101(h) of the Delaware Code by making deletions as shown by strikethrough and  
198 insertions as shown by underline as follows:

199 The Office of State Planning Coordination shall render local planning technical assistance. The Office of State  
200 Planning Coordination may serve as the lead agency to engage other state agencies, local governments, and other  
201 governmental and nongovernmental organizations for the purposes of coordinating planning activities, promoting liaison  
202 between various state agencies and local governments, building capacity through training and sharing of digital and other  
203 information, developing infrastructure plans and master plans, addressing specific growth and design issues, and such other  
204 actions as are appropriate to achieve the purposes of this chapter. The Office of State Planning Coordination shall develop  
205 and promote cooperation and coordination among state agencies and local governments to ensure effective and efficient  
206 planning and infrastructure investment. The Office of State Planning Coordination may make grants available to county and  
207 municipal governments to assist them in achieving any of the objectives outlined in this section, provided that funded  
208 activities and deliverables are in compliance and in harmony with the Strategies for State Policies and Spending. The Office  
209 of State Planning Coordination shall further have such authority and responsibility with respect to Downtown Development  
210 Districts as set forth in Chapter 19 of Title 22.

211 Section 5. Amend Title 30, § 1812(6) of the Delaware Code by making deletions as shown by strikethrough and  
212 insertions as shown by underline as follows and renumbering the remaining sections accordingly:

213 (6) "Downtown Development District" means an area of a city or town that has been designated by the Governor  
214 as a Downtown Development District in accordance with Chapter 19 of Title 22.

215 Section 6. Amend Title 30, § 1816(a) of the Delaware Code by making deletions as shown by strikethrough and  
216 insertions as shown by underline as follows:

217 (a) The maximum amount of credit awards under this chapter in any fiscal year shall not exceed \$5,000,000. One  
218 hundred thousand dollars of the credit awards in a fiscal year must be reserved for distribution to qualified resident curators.  
219 If in any fiscal year there are insufficient qualified resident curators to exhaust this allotment, the unused credit amount will  
220 be available in the next fiscal year for award to persons qualifying under § 1813(a)(1) or (2) of this title. In any one year,  
221 ~~\$2,000,000~~ \$1,500,000 of tax credits shall be reserved for projects receiving a credit of not more than \$300,000. In  
222 addition, in any one year, \$1,500,000 of tax credits shall be reserved for projects located in Downtown Development  
223 Districts, of which \$500,000 shall be reserved for projects in such Districts receiving a credit of not more than \$300,000.  
224 On April 1 of each year, any unused balance of the ~~\$2,000,000 pool~~ foregoing pools of tax credits shall be available to any  
225 eligible project. However, should a credit award exceed the actual credit claimed, the amount of the excess credit award  
226 shall not be available for a subsequent award.

227 Section 7. Amend Title 31, § 4002(a) of the Delaware Code by making deletions as shown by strikethrough and  
228 insertions as shown by underline as follows:



229 § 4002 Purpose.

230 (a) It is the purpose of this chapter that DSHA have the authority and capacity to:

231 (9) Advise and inform the Governor and the public on the affairs and problems relating to housing and community

232 development and revitalization, and make recommendations to the Governor for proposed legislation pertaining thereto;

233 and

234 (10) Administer such provisions of the Downtown Development District Act as set forth in Chapter 19 of Title 22;

235 and

236 (11) Operate DSHA's financial affairs in a prudent and sound manner.

237 Section 8. If any provision of this Act or the application thereof to any person or circumstance is held invalid, the

238 invalidity does not affect other provisions or applications of the Act which can be given effect without the invalid provision

239 or application; and, to that end, the provisions of this Act are declared to be severable.

#### SYNOPSIS

Healthy and vibrant downtowns are critical components of Delaware's economic well-being and quality of life. The Downtown Development Districts Act is intended to leverage state resources to spur private investment in commercial business districts and surrounding neighborhoods; to improve the commercial vitality of our downtowns; and to increase the number of residents from all walks of life in downtowns and surrounding neighborhoods.

This Act establishes "Downtown Development Districts," a small number of areas in our cities, towns, and unincorporated areas that will qualify for development incentives and other state benefits. Municipalities must apply for District designation. In the case of unincorporated areas, counties must apply. Applications will be evaluated by the Cabinet Committee on State Planning Issues, which will make recommendations to the Governor. Following the initial round of applications, the Governor must designate at least 1 but no more than 3 Districts. Designation of the first 3 Districts must include 1 District in each county. Under the Act, no more than 15 Districts may be designated at any one time.

As part of the application process, municipalities or counties must offer local incentives. The factors to be considered by the Committee when evaluating applications include, among others, (1) the municipality's or unincorporated area's need for District designation; (2) the quality of the District Plan; and (3) the quality of the local incentives offered. The Office of State Planning Coordination will prepare applications, establish criteria to determine what areas qualify as DDDs, and provide assistance to municipalities and counties during the application process.

Under the Act, investors (both non-profit and for-profit) who make qualified real estate improvements in a District would be entitled to receive Downtown Development District (DDD) Grants of up to 20 percent of their "hard costs" such as exterior, interior, and structural improvements. The incentive is modeled after a similar program in Virginia, which has been extremely successful in leveraging significant amounts of private capital in under-served areas. Investors would need to invest at least \$25,000 in a building or facility to qualify, and the 20 percent incentive would only qualify with respect to investments above \$25,000. For example, an investor making \$45,000 worth of qualifying investments in a District would be entitled to a DDD Grant of up to \$4,000 (i.e., 20% of \$20,000). The Act gives DSHA the authority to cap the amount of Grants and to establish further conditions and limitations.

In addition, because Delaware's Historic Preservation Tax Credit Program has proven to be a powerful tool both in preserving important historic structures and revitalizing neighborhoods, the Act also provides that 30% of the state's yearly allocation of HPTCs will be reserved for projects in Downtown Development Districts. If by April 1 of each year any such credits are not allocated to projects in DDDs, such credits will be made available to any eligible project statewide.

Author: Sens. Henry & Bushweller & Marshall

## **Downtown Development District Application Definitions**

<b>Central Business District:</b>	The area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.
<b>Charrette</b>	A multi-day, collaborative planning event that harnesses the talents and energies of all affected parties to create and support a feasible plan that represents transformative community change.
<b>DDD</b>	A downtown development district established by a local government and designated by the Governor in accordance with the Downtown Development Districts Act of 2014.
<b>District Plan</b>	A plan that identifies the boundaries of a Downtown Development District and includes goals, objectives and strategies for redevelopment of the area. For the purposes of the DDD program, the District Plan shall be prepared in accordance with the checklist and application form for the program.
<b>Local Government / Applicant</b>	Municipalities and counties are eligible to apply for Downtown Development District designation. Throughout the application the terms "local government" and "applicant" refer to either the municipality or county that is presenting the application.
<b>Key Priority Project</b>	A specific project identified in the District Plan that is considered to be a potential catalyst for other redevelopment activity and / or contribute to superior urban design or other benefits to the District.
<b>Population:</b>	The population of the municipality based on the 2010 US Census

**Downtown Development Districts Program  
Links to Additional Resources**

**Delaware Economic Development Office (DEDO)**

**Delaware State Historic Preservation Office (SHPO)**

- **Historic Preservation Tax Credit** – Provide link to site with info

**Others to be provided. . .**

## **Delaware Downtown Development Districts Program Sample Plans**

### **Summary of Plan 1, Town of XYZ – The “Ideal” Plan**

This is a summary of an imaginary District Plan that includes many of the elements that we envision would be included in a successful Downtown Development District. It serves to demonstrate how these elements may be combined in a District Plan.

### **District Description**

The Town of XYZ identified a district centered on Main Street, the core of their traditional historic downtown CBD. The town has a population of 15,000 people, so they chose a district of 120 acres that includes their CBD and some adjacent residential areas and connected commercial properties. These areas are all in need of revitalization. The residential neighborhoods are among the poorest in the city and the buildings are mostly in need of repair, which the community feels is hampering economic development activities on the Main Street. The town has worked with the public through a variety of participation activities, including a charrette, to determine the boundaries of the area and the key objectives for redevelopment. The town has been working for years to redevelop a vacant commercial property that they own adjacent to Main Street. In their District Plan this property is identified as a Key Priority Project, and a key component of phase 1 of the plan is to attract a developer to construct the mixed use development on the parcel that they envision.

The town used relevant data to support the need for the creation of the district. With Census and other data they were able to demonstrate that there was a high poverty rate, low homeownership, many vacant buildings and a high number of structures with code violations in the proposed District.

The town was able to identify a variety of potential positive impacts, including economic development, increased services for residents, and jobs near transportation and neighborhoods. By attracting more residents the town hopes that more transit will be available downtown as density increases. They also feel that redevelopment of the downtown will increase pride in the community, and in turn, encourage more investment.

### **Development / Redevelopment Strategy**

The District Plan clearly articulates several overarching goals and objectives that will guide the community as they implement the plan. For example, one goal is to increase home ownership and it is linked to the objective of coordinating homeownership incentives in the District between local incentives, DSHA programs, and the DDD funds.

This town went further by specifying some key actions that will enable the community to achieve these lofty goals. One key action has been already completed. As a result of the charrette the town enacted a form based code and other land use regulation which allows for administrative review of development projects that meet the plan. These regulations greatly reduce the time for approval and do not require public hearings unless the development deviates from the approved development plan and regulations. The public was fully engaged in the development of the plan and regulations through the charrette, and is fully supportive.

An example of another key action is that the town identified specific properties that were available for redevelopment as for-sale housing and commercial redevelopment. They intend to work with development community to get them interested in these parcels and educate them on all of the various incentives, including local incentives and the DDD program. In addition, the Town identified their Key Priority Project as a future mixed use development that is ready to get started within 6 months. Since the Town controls the property they will be able to work directly with the future developer to expedite the process.

Of the 120 acres of the DDD the Town selected a 60 acre area as the first phase. This phase contains the four most important blocks of the CBD, including the above mentioned specific properties and the Key Priority Project. The plan indicates that they intend to concentrate incentives in this area in hopes that new development here will catalyze other redevelopment activities throughout the District in future years.

#### **Local Incentives**

The town council has already amended the land use regulations in an effort to speed up the land use review process to allow administrative review available for projects that meet the plan. In addition, Council has introduced an ordinance that would waive building permit fees and allow for reduced sewer and water impact fees for projects in the District that are in conformance with the District Plan.

#### **Consistency with other Planning Documents**

The proposed District is in Level 1 in the *State Strategies*, and has been identified in The Town of XYZ's comprehensive plan as a mixed use downtown area. Other chapters of their comprehensive plan address redevelopment in the downtown and correspond to the goals of the DDD Program. The Town has been in the process of implementing their comprehensive plan, which has included the charrette and the new form based code and land use regulations recently adopted. This District Plan is presented as an extension of the implementation of the Town's comprehensive plan.



### **Coordination**

The town has established a leadership role to guide the successful implementation of the comprehensive plan, and that team will continue their work by adding on the responsibilities of the DDD program. A key component of the Town's approach is working with other governmental organizations and non-profits. They have signed agreements with the local main street group and a non-profit housing organization to coordinate efforts. In addition, the town has appointed their town planner to be an ombudsman to walk applicants through the development process in the proposed DDD. Other Town departments, such as public works, are actively involved and are working to realign the CIP to prioritize projects in the DDD that will compliment redevelopment efforts.

### **Discuss Land Use and Urban Design Rules and Regulations**

In their application the Town included the text and maps from their comprehensive plan that identified the downtown area and set the goals for redevelopment. The town also provided the report written as a result of the charette process which detailed desired urban design features, and led to the new land use regulations that have already been adopted. Finally, the town presented the new regulations which are graphic in nature, and give a clear picture of the desired outcomes.

### **Public Comment**

The charrette process used to create the new land use regulations was really a detailed master planning exercise. It included widespread public outreach and many residents and business owners from the downtown participated. The entire community has agreed to the strategy to redevelop the downtown, and land use regulations passed without opposition. There were also public meetings as the District Plan and application were being prepared, and the community is excited to be included in the program and enthusiastically supports the application.

### **Summary**

As you can see, the community is well aware of the difficulties faced in their downtown and has taken concrete steps over a period of time to reach solutions to these issues. The District Plan is an extension of these efforts and will add to efforts already underway. The District Plan contains not only goals and objectives backed up by data, but also some specific projects that members of the community have identified. In short, the Town of XYZ appears to be well positioned to provide leadership for redevelopment activities in their downtown and the DDD program will provide them additional incentives to help further their efforts.

## Summary of Plan 2, Town of ABC – The “Less than Ideal” Plan

This is a summary of an imaginary District Plan that does not include the elements envisioned by the DDD Program. Although the municipality has filled out the application and created a District Plan it appears that the community is not well positioned to successfully implement a downtown redevelopment program.

### **District Description**

Even though the Town of ABC has only 9,100 residents, they have selected the maximum size for the District, 170 acres. They only chose to include a small portion of the traditional downtown area, although the rest of the downtown clearly could benefit from redevelopment activities. The boundaries do not have a regular shape, but rather they appear to be gerrymandered to include lower density residential neighborhoods and suburban style strip commercial areas that front the highway.

The town's overall goals and objectives were very general and it was not clear how, or if, these goals informed the creation of the proposed District. The positive potential impacts were similarly general, and the data did not support the need because the neighborhoods and commercial areas selected did not appear to be in need of redevelopment.

### **Development / Redevelopment Strategy**

The overarching goals and objectives were very general, and the plan did not clearly and concisely describe actions and strategies. Although the goals and objectives were generally applicable to downtown redevelopment, it could not be determined from the application that they were relevant to this town or the areas selected.

The Town selected the maximum acreage, but did not propose any phasing or timing. There are no specific projects mentioned, and the Town is not involved in any specific redevelopment activities at the present time.

### **Local Incentives**

In their application the Town of ABC indicated that they will be exploring a reduction in the building permit fee for projects in the proposed District. However, it is not clear if there is any council support for this proposal because no ordinances have been introduced yet and there is not even a draft ordinance available to attach to the application. The Town indicates that they are not considering reducing their sewer or water impact fees at this time. They did not mention land use regulations or the land use process in their application

### **Consistency with other Planning Documents**

Most of the proposed District is in Level 1 of the *State Strategies*, and portion of the low density residential neighborhood is in Level 2. The Town's comprehensive plan identifies these areas as low density residential and highway commercial. The small portion of the downtown CBD that is in the District is identified for commercial use. It is not clear from the application or the plan how these designations support compact, mixed use development.

### **Coordination**

There are two downtown organizations and a non-profit housing group active within the identified district, all working on different projects. These groups work independently of one another. Although two of the groups have town council members on their boards, the Town is not formally involved with any of these organizations. The application makes no mention of any attempt to coordinate their activities.

### **Discuss Land Use and Urban Design Rules and Regulations**

The land use regulations support low density residential and highway commercial development, not the mixed use development that is discussed in the application. In fact, the small portion of the CBD included in the district is identified as "commercial" which does not allow for residential dwellings in either the plan or the current zoning ordinance.

The zoning ordinance itself was last updated in 1973, and appears to be a traditional Euclidean ordinance that calls for a strict separation of uses. The application makes no mention of revising the ordinance.

### **Public Comment**

It does not appear that the Town of ABC held any public workshops or other outreach efforts as they prepared their application. They did provide minutes to demonstrate that it was an agenda item at a regular council meeting, but there was no public hearing.

### **Summary**

It appears that The Town of ABC is not ready for the program. The area they chose was large, unfocused, not phased, and included areas that do not appear to match the goals of the Downtown Development Districts Program. The goals and objectives are very general and not specific to the community. It does not appear that the Town is interested in or able to take a leadership role in coordinating with other groups involved in downtown redevelopment. Finally, the Town Council has not provided any evidence of a meaningful and compelling package of local incentives, only the promise to consider a building permit fee reduction in the future.

## Downtown Development District Program District Plan Checklist

<b>Plan Elements<sup>1</sup></b>	<b>Content</b>
<b>District Description</b>	<p>Describe:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Citywide map with outlined district</li> <li><input type="checkbox"/> District map - Districts must be contiguous, and be no more than 85 acres in area for local governments with a population under 9,000 and no more than 170 acres in area for local governments with a population over 9,000. If using the maximum acreage – identify priority areas</li> <li><input type="checkbox"/> Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)<sup>2</sup>. The size and shape of the proposed District must make sense from an urban planning and revitalization perspective.</li> <li><input type="checkbox"/> The need for the Downtown Development District economic incentives must be documented with the use of relevant data and other methods as discussed on page 11 of the application.</li> <li><input type="checkbox"/> Identify the potential positive impacts that are likely to accrue due to designation as a District.</li> </ul>
<b>Development/ Redevelopment Strategy</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe overall goals and objectives for the selected area.</li> <li><input type="checkbox"/> The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District.</li> <li><input type="checkbox"/> If proposing the maximum acreage, phasing and timing is preferable.</li> <li><input type="checkbox"/> Identify priority areas/sites.</li> <li><input type="checkbox"/> List any known projects that can be underway within 6 to 12 months</li> <li><input type="checkbox"/> Include an implementation timeline.</li> </ul>
<b>Local Incentives</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> What local incentives will be available to the district upon its designation (e.g., fee or tax reductions, permit or licensing reform ...)?</li> <li><input type="checkbox"/> Describe how these incentives will work in concert with the Downtown Development District benefits.</li> </ul>
<b>Consistency with other planning documents</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The most recently certified comprehensive plan;</li> <li><input type="checkbox"/> The State Spending Strategies.</li> <li><input type="checkbox"/> local and state land use regulations;</li> <li><input type="checkbox"/> other overlay district regulations (e.g., historic districts, BIDS, ...)</li> </ul>
<b>Discuss land use and urban design rules and regulations that will be applied to the district</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adequacy of current zoning</li> <li><input type="checkbox"/> Adequacy of current land use regulations</li> <li><input type="checkbox"/> Adequacy of current design standards such as historic review overlays, ...</li> <li><input type="checkbox"/> Map showing current zoning and land use regulations that apply</li> <li><input type="checkbox"/> Map showing proposed zoning and land use changes needed (if any) to accomplish goals and objectives</li> </ul>

<sup>1</sup> More detailed information on the plan elements can be found in the application document.

<sup>2</sup> Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

<b>Coordination</b>	<input type="checkbox"/> Discuss how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan <input type="checkbox"/> If other governmental, non-governmental and/or quasi governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.	
<b>Public Comments</b>	<input type="checkbox"/> How will public input be obtained?	



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**DRAFT**

# **Delaware Downtown Development District Program**

## **Application for Designation as a District**

This is a **DRAFT** application form that has been released for public review. As a result of public comments this application form may be edited or altered before being released in its final form.



## ***Downtown Development Districts***

### **Application for Designation as a District**

#### **Section I General Guidelines**

The Downtown Development Districts Act of 2014 (the Act) was enacted by the General Assembly in order to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long term residents by improving housing opportunities; and
- Assist local governments in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

Local governments<sup>1</sup> that wish to take advantage of this program must identify a downtown district in their community and apply for designation. To make an application for designation this form must be completed, supporting materials must be attached, and the entire packet submitted to the Office of State Planning Coordination as detailed herein in order for the request to be considered.

<sup>1</sup> Municipalities and counties are eligible to apply for Downtown District designation. Throughout this document, the terms "local government" and "applicant" refer to either the municipality or county that is presenting the application.

Completed applications will be considered by the Cabinet Committee on State Planning Issues (the Committee). The Committee will make recommendations to the Governor, who will then designate between one and three Downtown Development Districts in the current program year. Additional Districts may be designated in future program years. The number of Districts is limited to 15 at any one time. District designations last for 10 years, and the Committee can consider up to two five year extensions.

Selection as a Downtown Development District will entitle private construction projects within the identified District to receive grants to offset 20% of their capital construction costs. There are a host of other benefits that will be described in more detail in other materials. Grant funds will be administered by the Delaware State Housing Authority (DSHA).

Applications must be addressed to the Office of State Planning Coordination as follows:

Mrs. Constance C. Holland, AICP  
Director  
Office of State Planning Coordination  
122 Martin Luther King Jr. Blvd, S.  
Dover, DE 19901

**Application Due Date for  
FY15 Cycle:  
Month, Day, Year**



## ***Downtown Development Districts***

### **Application for Designation as a District**

#### **Section II Specific Requirements**

Local governments must identify proposed Downtown Development Districts in accordance with the Act. Districts must include a traditional mixed-use downtown area, commonly known as a Central Business District (CBD)<sup>2</sup>. Districts must be no more than 85 acres in area for jurisdictions with a population under 9,000<sup>3</sup> persons and no more than 170 acres in area for jurisdictions with a population over 9,000 persons. Applicants are encouraged to geographically concentrate the incentives to the greatest extent possible. As such, applications proposing Districts smaller in size than the maximums will be prioritized in the scoring of the application.

The size and shape of the proposed District must make sense from an urban planning and revitalization perspective. Guidelines for preparing District boundaries are found elsewhere in this application.

A map of the District is required as a part of this application. Local governments must also supply maps showing the future land use and zoning of the district area, and discuss how the

plan and land use regulations support the application for the District.

The Act identifies three components of the application for designation as a District:

- The need and impact of the District designation;
- The quality of the District Plan
- The quality of the local incentives offered

Each of these components will now be described in more detail.

**Need and Impact:** The applicant must describe the need for the economic incentives that will be available in designated District. The need must be documented the use of relevant data and other methods. The conditions of the local economy, income, poverty, homeownership rates, prevalence of vacant or abandoned buildings and other metrics may be used to make the case that the proposed District is in need of the incentives.

In addition, the applicant must describe the potential positive impacts that are likely to accrue due to designation as a District. Applicants are encouraged to describe the impacts using both data and other methods.

The **Need and Impact** section will account for 50% of the consideration given to scoring each application.

**District Plan** – The local government must present a District Plan that will be used to guide development activities and

<sup>2</sup> Central Business District: An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental, and similar uses intended to serve the community and surrounding areas of the city or town.

<sup>3</sup> Population to be based on the 2010 US Census.



## ***Downtown Development Districts***

### **Application for Designation as a District**

revitalization efforts in the District. The District Plan is to be a detailed description of the overall strategy for the development of a proposed district.

The applicant must demonstrate that the District Plan is consistent with the local government's certified Comprehensive Plan and the *Strategies for State Policies and Spending* and any other local planning documents or studies that are applicable. Additionally, if other governmental, non-governmental and/or quasi governmental organizations are involved with revitalization efforts in the downtown area they must be identified and it must be demonstrated that coordination of all activities will be part of the District Plan.

The District Plan should clearly and concisely describe the key actions and strategies that are in place and / or will be used to guide growth and revitalization efforts in the proposed District. The overall vision of the plan, the clarity of actions to be taken, and proof of the ability and the will of the municipality or county and other partners to implement the plan will be key considerations when evaluating this section of the application.

Changes to the District Plan must be reviewed by the Committee. District designation may be rescinded if the District Plan is not adhered to.

The quality of the **District Plan** will account for 30% of the consideration given to scoring each application.

**Local Incentives** – The local government must detail a package of local development incentives that will apply within the proposed District. These incentives may include, but are not limited to, a reduction in fees or taxes; regulatory flexibility; permit process and licensing reform; special zoning districts; or exemptions from local ordinances. These incentives may either be currently in place and in use by the municipality or county or they may be proposed for implementation upon designation as a District.

Upon designation as a District the local government is required to implement the incentive package as described and proposed for the duration of the District designation. Grant funds will not be available to projects until the incentive package is adopted by the local government and made available to the project developer. Changes to the incentive package must be approved by the Committee. The District designation may be rescinded by the Committee if these conditions are not adhered to.

The quality of the **Local Incentives** will account for 20% of the consideration given to scoring each application.

### **Section III Application Instructions**

**Check List** - self-explanatory.

**Information Sheet** - The local government must supply the jurisdiction's name, mailing address, and phone numbers. The applicant must provide the date of the last update of the





## ***Downtown Development Districts***

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### **Application for Designation as a District**

comprehensive plan and briefly describe the District being proposed.

**Map of the Proposed District** – The local government must submit a map of the proposed District in sufficient detail to clearly identify the boundaries of the District and calculate its area. Maps should be created with GIS software, and the associated computer files should be made available to aid our review of the proposal. Districts must be contiguous, and be no more than 85 acres in area for local governments with a population under 9,000 and no more than 170 acres in area for local governments with a population over 9,000. There are guidelines detailed elsewhere in this application that must be followed when preparing the proposed District boundaries. Applicants must also supply maps showing the future land use and zoning of the district area, and discuss how the plan and land use regulations support the application for the District.

**Summary of Need and Impact** – The local government must complete this form to summarize the need for District designation and the potential positive impact of the district. Supporting documentation should be attached to this form.

**Summary of District Plan** – The local government must complete this form to summarize the District Plan for the proposed District. Copies of the District Plan or Plans must be attached to this form, along with any relevant supporting documentation.

**Written Documentation from Supporting Organizations** – The local government must supply written documentation from other organizations that will be relied upon to implement the District Plan. The documentation must be attached to the “Summary of District Plan” form.

**Summary of Local Incentives** – The local government must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

**Legislative Body Resolution** – The local government must attach an adopted resolution from the jurisdiction’s legislative body that indicates the local government’s desire to apply for designation as a District, and the local government’s willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation.





## ***Downtown Development Districts***

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Application for Designation as a District

# **Application Cover Sheet and Check List**

Jurisdiction Name:

Date of Application \_\_\_\_\_ Date Received \_\_\_\_\_

### **Check List for Application Materials**

- ☐ **Application Cover Sheet and Check List.**
- ☐ **Information Sheet.**
- ☐ **Map of the Proposed District (GIS files encouraged).**
- ☐ **Map of Future Land Use in Proposed District (GIS files encouraged)**
- ☐ **Map of Zoning in Proposed District (GIS files encouraged)**
- ☐ **Summary of Need and Impact (with attachments).**
- ☐ **Summary of District Plan (with attachments).**
- ☐ **Written Documentation from Supporting Organizations.**
- ☐ **Summary of Local Incentives (with attachments).**
- ☐ **Legislative Body Resolution.**



## ***Downtown Development Districts***

### **Application for Designation as a District**

### **Information Sheet**

Municipality / County: \_\_\_\_\_

<b>Contact Person for Application</b>	
Name: _____	
Address: _____ _____	
Phone: _____	Email: _____
Signature _____	Date _____

<b>Proposed District Administrator (if different)</b>	
Name: _____	
Address: _____ _____	
Phone: _____	Email: _____
Signature _____	Date _____

Date of certified Comprehensive Plan \_\_\_\_\_

Population of the municipality or county (as per 2010 US Census) \_\_\_\_\_

Population of proposed District (based on 2010 US Census Block data) \_\_\_\_\_

Area of proposed District in acres \_\_\_\_\_

Brief description of the proposed Downtown Development District (100 words or less)

Note: this description will be used as a summary for internal review and in printed materials

(box will expand as you type)
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## ***Downtown Development Districts***

### **Application for Designation as a District**

#### **Map of the Proposed Downtown Development District**

**Instructions:** Prepare a map of the proposed Downtown Development District. The map must clearly show the boundaries of the District. The area of the proposed District, in acres, must be calculated from the boundaries designated on the map. The following guidelines must be adhered to when preparing the boundaries of the proposed District:

- The maximum size of the District is 85 acres for local governments with populations below 9,000 and 170 acres for local governments with populations over 9,000 (population as per the 2010 US Census).
- Districts must be contiguous.
- Districts must include the streets and right-of-ways within it. These count towards the maximum acreage.
- Enclaves within District boundaries are not acceptable.
- Phasing and timing of redevelopment activities in different geographic areas of the District is acceptable, and will be considered favorably when it can be demonstrated that this will concentrate the incentives to achieve specific revitalization goals.
- If proposing the maximum acreage, phasing and timing is preferable.

Attach a paper copy of the map to this form

Attach a map showing the future land use in the proposed District from the municipality's or county's certified Comprehensive Plan. Attach a map showing the zoning or land use regulations that apply to lands within the District. Discuss how the plan and land use regulations support the application for the District.

It is encouraged that the map(s) be created using GIS software. If the municipality or county is able to use this software, please submit digital files to our office to supplement the application and aid us in our review. Please contact OSPC if you need assistance and / or to arrange to electronically transfer the files.

☐ District Boundaries Map Attached

☐ GIS data is available and will be electronically transferred to OSPC

Name of person who created the map:

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Map of the Proposed Downtown Development District - continued**

Additional information about the map or proposed District boundaries that we should know which will help us with our review:

(box will expand as you type)

Attach a map showing the future land use of the District from the local government's certified Comprehensive Plan.

☐ Map Attached

☐ GIS data is available and will be electronically transferred to OSCP

Attach a map showing the zoning or land use regulations that apply to lands within the District

☐ Map Attached

☐ GIS data is available and will be electronically transferred to OSPC



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Map of the Proposed Downtown Development District - continued**

Discuss how the plan and land use regulations support the application for the District (500 words or less)

(box will expand as you type)

Are there other special overlays, districts, or areas that intersect the proposed District? Examples of such special areas include historic districts, BID taxing districts, etc. Please describe any of these special areas and how they will interact with the proposed Downtown Development District. Include maps, if applicable. (500 words or less)

(box will expand as you type)



## ***Downtown Development Districts***

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**Application for Designation as a District**

### **Summary of Need and Impact 50%**

**Instructions:** Complete this form to document the need for the District designation and its potential to positively impact your community. Attachments of data and other documentation are required. There is no specific page or word limit on the information that can be attached, *however* please be aware that applications that provide clear and concise documentation that is directly related to the need and impact of the District proposal will be scored the highest.

Please describe the **need** for the Downtown Development District designation in your community (500 words or less)

(box will expand as you type)





## ***Downtown Development Districts***

### Application for Designation as a District

### **Summary of Need and Impact – continued** **50%**

Attach relevant data to that demonstrates and documents the **need** for the Downtown Development District designation.

The following table summarizes the **required** data from the US Census. Input the data into the attached spreadsheet, and attach any other written documentation that can summarize the data. Contact OSPC for assistance with the Census data, if needed.

#### Required Data from the US Census

<b>The municipality or county as a whole</b>			
Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	
<b>The Census Tract(s) that contains the proposed District</b>			
Median Income	Poverty Rate	Age of Structures	% Homeownership
% Rental	Vacancy	Median Home Value	% Low / Mod Income
<b>The Census Block(s) that most closely correspond to the proposed District</b>			
Total Population	% Homeownership	% Vacancy	

☐ Summary spreadsheet and other documentation attached

Please provide any other data that support the municipality's application for the District. The following table contains some **suggested** data sources that can serve to supplement the required data. Please attach any that apply, and any other data that is relevant. Cite the source for each dataset.

#### Suggested Data from a Variety of Sources

Blight	Condemned Properties	Code Violations
Crime Statistics	Economic Analysis	CDBG Program Statistics
Market Studies	Redevelopment Authority Activities	Public Works Projects
Education Data	Infrastructure Condition or Need	Other

☐ Additional data and documentation attached



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Summary of Need and Impact – continued 50%**

Describe how the attached data demonstrates the **need** for the Downtown Development District designation in your community (500 words or less).

(box will expand as you type)

Describe the potential positive impacts of the proposed Downtown Development District designation in your community. Impacts can include economic, social and / or cultural impacts among others. Attach supporting documentation if applicable. (500 words or less).

(box will expand as you type)



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Summary of District Plan 30%**

**Instructions:** through this application the municipality or county will be presenting the District Plan that will guide future revitalization, growth and development activities in the District. Upon designation, the local government will be required to adhere to the District Plan in order to qualify for grants and other incentives. Attach the District Plan, and summarize the content, goals, and objectives in the space provided.

The District Plan Checklist is provided as a separate document. The proposed District Plan must be prepared in accordance with the Checklist.

Attach the District Plan.

☐ District Plan Attached.

Summarize the content, goals and objectives of the District Plan. (500 words or less).

(box will expand as you type)



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Summary of District Plan 30%**

Please summarize how the local government envisions itself in a leadership role to guide the successful implementation of the District Plan (500 words or less).

(box will expand as you type)

List key implementation strategies for the District Plan. Please also list any known projects or proposals that can be underway within six to twelve months of District designation. Key Priority Projects<sup>4</sup> should be identified, if applicable (see Checklist for more details). (500 words or less)

(box will expand as you type)

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<sup>4</sup> Key Priority Projects are specific projects identified in the District Plan that are considered to be potential catalysts for other redevelopment activity and / or contribute to superior urban design or other benefits to the District.



## ***Downtown Development Districts***

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### **Application for Designation as a District**



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Summary of District Plan 30%**

List any other governmental, quasi-governmental or non-governmental organizations that will be involved in the creation and / or implementation of the District Plan. A Main Street organization would be an example of such an organization. For each organization, describe how the local government will coordinate their activities to encourage revitalization and economic development in the District.

(box will expand as you type)

Attach written documentation (in the form of letters of agreement, memorandums of understanding, board resolutions etc) from each of the above listed organizations indicating support for this application to be designated as a Downtown Development District and identifying a willingness to coordinate with the municipal government to implement the District Plan.

☐ Written documentation attached from all other organizations





## ***Downtown Development Districts***

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**Application for Designation as a District**

### **Summary of District Plan 30%**

Describe how the District Plan is consistent with your certified Comprehensive Plan and the *Strategies for State Policies and Spending* (500 words or less)

(box will expand as you type)



## ***Downtown Development Districts***

### **Application for Designation as a District**

### **Summary of Local Incentives 20%**

**Instructions:** The municipality or county must complete this form to summarize the local incentive package to be made available within the District upon designation. The local ordinances (or other regulations or documentation) enabling and governing these incentives must be attached to this form, along with any relevant supporting documentation. In the case of incentives proposed upon designation, the draft ordinances must be attached.

Attach the Local Incentives. The following table includes suggested local incentives. Please attach any that are relevant, and others that have not been listed.

#### **Suggested Local Incentives**

Fee or Tax Reductions	Regulatory Flexibility	Permit or Licensing Reform
Special Zoning Districts	Exemptions from Local Ordinances	Streamlined Permitting
Other		

☐ Written documentation attached for all Local Incentives

For each Local Incentive to be provided, please describe the specifics of how the incentive works (details are needed), and how the incentive encourages economic development and revitalization in your community. ***If any incentives are proposed and not yet enacted, note that here along with the anticipated date of adoption.***

(box will expand as you type)



## ***Downtown Development Districts***

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### **Application for Designation as a District**

#### **Summary of Local Incentives - continued 20%**

For each incentive, identify whether it is specifically offered in the proposed Downtown Development District or if it is also available elsewhere in your community.

(box will expand as you type)

Summarize the package of Local Incentives, and describe how these incentives will work in concert with the Downtown Development District benefits to encourage revitalization and economic development in your proposed District (500 words or less).

(box will expand as you type)



## ***Downtown Development Districts***

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### **Application for Designation as a District**

### **Legislative Body Resolution**

**Instructions:** Attach a resolution that has been adopted by the legislative body of your municipality or county. The resolution must affirmatively indicate that the legislative body supports the application for designation as a Downtown Development District and is willing to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Date of Resolution \_\_\_\_\_

Resolution Number \_\_\_\_\_

☐ Resolution Attached.

